



Homeland Security

Privacy Office, Mail Stop 0655

September 12, 2013

Shawn Musgrave
P.O. Box 55819
Boston, MA 02205-5819

Re: 2013-HQFO-00957

Dear Mr. Musgrave:

This letter is the final response to your September 10, 2013 Freedom of Information Act (FOIA) request addressed to the Department of Homeland Security (DHS). You requested copies of copy of the FOIA request processing guide, handbook or other guiding document for FOIA officers. This office received your request on September 10, 2013.

This office does not maintain a processing guide, handbook or other guiding document for FOIA Officers. Information responsive to your request can be accessed online at http://www.justice.gov/oip/foia_guide09.htm. Pursuant to 5 U.S.C. § 552 (a)(2), DHS need not make available under FOIA records that are published.

If you deem this advisement an adverse determination, you may exercise your appeal rights. Should you wish to do so, you must send your appeal and a copy of this letter, within 60 days of the date of this letter, to: Associate General Counsel (General Law), U.S. Department of Homeland Security, Washington, D.C. 20528, following the procedures outlined in the DHS FOIA regulations at 6 C.F.R. § 5.9. Your envelope and letter should be marked "FOIA Appeal." Copies of the FOIA and DHS regulations are available at www.dhs.gov/foia.

The Office of Government Information Services (OGIS) mediates disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. If you are requesting access to your own records (which is considered a Privacy Act request), you should know that OGIS does not have the authority to handle requests made under the Privacy Act of 1974. If you wish to contact OGIS, you may email them at ogis@nara.gov or call 1-877-684-6448.

Provisions of the FOIA allow us to recover part of the cost of complying with your request. In this instance, because the cost is below the \$14 minimum, there is no charge.

If you need to contact our office concerning this request, please call 1-866-431-0486 or 202-343-1743 and refer to 2013-HQFO-00957.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amy Pugh". The signature is fluid and cursive, with the first name "Amy" being more legible than the last name "Pugh".

Amy Pugh
Senior FOIA Program Specialist